

HEALTH PERSONNEL OFFICER

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a dynamic team leader. Under the general direction of the Commissioner of Health, the Health Personnel Officer manages the human resources function for the MHD including: staffing and recruitment, training and organizational development, labor management relations and contract administration, job analysis and documentation, payroll and leave administration policies, worker's compensation and safety, performance evaluations, grievance administration and disciplinary actions. As part of the Senior Management Team, advises the Commissioner of Health and other senior-level managers on HR issues.

ESSENTIAL FUNCTIONS:

75% Management and Administration

- Serve on the MHD Senior Management Team, with a focus on HR policies, strategies and organizational development initiatives in support of MHD's vision and core values.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensure compliance of policies, procedures, and reports.
- Administer performance review program to ensure effectiveness, compliance, and equity within the organization.
- Administer compensation program to ensure compliance and equity within the organization.
- Respond to inquiries regarding policies, procedures and interpretation of labor agreements, ordinances, laws.
- Serve as MHD liaison to the Department of Employee Relations, the City Attorney's Office, the Labor Relations Division and certified labor bargaining units on matters relating to employment issues including: civil service commission rules, contract negotiation and administration, grievance administration, worker's compensation and safety, disciplinary matters, employment discrimination claims, and leave administration policies.
- Provide guidance and direction to managers regarding employee performance, implementation of performance improvement plans and disciplinary matters.
- Manage all aspects of employment investigations stemming from allegations of discrimination or harassment. Represent the MHD at administrative hearings as appropriate before the City Service Commission, Finance and Personnel Committee, EEOC, the Department of Workforce Development, and Grievance Arbitration Hearings.
- Serve as the Department's Diversity, EEO, ADA, and Civil Rights Compliance Officer.

25% Personnel / Payroll Oversight

- Ensure that all personnel related functions and decisions within the MHD are in compliance with applicable federal and state employment laws, civil service rules, state statutes and local ordinance and collective bargaining agreements.
- Provide guidance, direction, and oversight for all MHD staffing functions and activities.
- Provide guidance, direction, and oversight for MHD training and development activities and services.
- Provide guidance, direction, and oversight for Payroll functions, including maintenance of personnel / payroll transactions, personnel records, Worker's Compensation, statistical governmental reports.

THE REQUIREMENTS:

1. Bachelor's degree in Human Resources Management, Public or Business Administration,

- Psychology, Industrial Relations or closely related field from an accredited college or university.
2. Five years of recent progressively responsible human resources management experience, performing duties as described above. (Master's degree in a job related field is preferred and may be substituted for up to one year of the required experience). Note: Combination of education and experience may be considered.
 3. Experience in labor relations and contract negotiations in a unionized governmental work environment is highly desired.
 4. Residence in the City of Milwaukee within six months of appointment and throughout employment.
 5. Valid driver's license at time of appointment and throughout employment
 6. Properly insured vehicle for use on the job is required.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public; Ability to maintain confidentiality; High degree of integrity, energy, resourcefulness, flexibility, and good judgment; Excellent analytical and organizational skills; Excellent persuasion, negotiation and mediation skills; Ability to work independently, exercise judgment, and meet competing and challenging priorities; and Ability to establish effective working relationships with individuals at all levels of the organization.
- ❖ Advanced knowledge of personnel management practices, labor relations, employment law, and employee recruitment and testing in a unionized governmental work environment.
- ❖ Intermediate to advanced level of knowledge and experience with spreadsheets, word processing, internet, databases, and payroll and human resources software systems.
- ❖ Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ❖ Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches or articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, employees or other board members.
- ❖ Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

THE 2008 SALARY RANGE (07) IS: \$53,519 to \$74,922 annually.